UNITED
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Secretariat

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SECRETARY-GENERAL'S BULLETIN
ORGANIZATION OF THE SECRETARIAT OF THE UNITED NATIONS

The Secretary-General, for the purposes of establishing the organizational structure of the Secretariat of the United Nations, promulgates the following:

Section 1

Location

The Secretariat of the United Nations, which is one of the six principal organs of the Organization, is located at the Headquarters of the United Nations in New York. It has major duty stations in Addis Ababa, Bangkok, Beirut, Geneva, Nairobi, Santiago and Vienna.

Section 2

Functions

The broad functions of the Secretariat are as follows:

(a) To provide support to the Secretary-General in fulfilling the functions entrusted to him or her under the Charter of the United Nations;

(b) To promote the principles of the Charter and build understanding and public support for the objectives of the United Nations;

(c) To provide advice to the Security Council and the General Assembly, through the Secretary-General, on all matters relating to the maintenance of international peace and security and to carry out activities mandated by these two organs or decided by the Secretary-General in the areas of prevention, control and resolution of conflicts;

(d) To provide humanitarian assistance, in particular to refugees and displaced persons;

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(e) To promote economic and social development;

(f) To promote development cooperation;

(g) To promote human rights and international law;

(h) To provide secretariat and meeting services to the General Assembly, the Security Council and other United Nations bodies;

(i) To conduct studies, promote standards and provide information in various fields that respond to the priority needs of Member States, as mandated by the legislative organs;

(j) To produce and publish statistical publications, information material and analytical studies, as mandated by the legislative organs;

(k) To organize international conferences and other meetings, as authorized by the legislative organs;

(l) To provide technical assistance to the developing countries;

(m) To disseminate information on the activities and decisions of the United Nations to the public;

(n) To cooperate with non-governmental organizations and interact with civil society;

(o) To perform other work as directed by the Secretary-General.

Section 3

Organizational structure

3.1 The Secretariat is headed by the Secretary-General who is the chief administrative officer of the United Nations.

3.2 The Secretariat consists of the following major organizational units, each headed by an official accountable to the Secretary-General:

Executive Office of the Secretary-General;

Department for General Assembly Affairs and Conferences Services;

Department of Political Affairs;

Department for Disarmament and Arms Regulation;

Department of Peacekeeping Operations;

Office of Legal Affairs;

Department of Economic and Social Affairs;

Secretariat of the United Nations Conference on Trade and Development;

Secretariat of the United Nations Environment Programme;

United Nations Centre for Human Settlements;

Office for Drug Control and Crime Prevention;

Secretariat of the Economic Commission for Africa;

Secretariat of the Economic and Social Commission for Asia and the Pacific;

Secretariat of the Economic Commission for Europe;

Secretariat of the Economic Commission for Latin America and the Caribbean;

Secretariat of the Economic and Social Commission for Western Asia;

Office of the United Nations High Commissioner for Human Rights;

Office of the United Nations High Commissioner for Refugees;

United Nations Relief and Works Agency for Palestine Refugees in the Near East;

Office of the Emergency Relief Coordinator;

Office of Communications and Public Information;

Department of Management, which consists of the following three offices:

Office of Programme Planning, Budget and Accounts;

Office of Human Resources Management;

Office of Central Support Services;

United Nations Office at Geneva;

United Nations Office at Vienna;

United Nations Office at Nairobi;

Office of Internal Oversight Services.

3.3 The mandate, functions and organization of each of these units are prescribed in separate Secretary-General's bulletins.

3.4 The following units indicated in section 3.2 are authorized by the General Assembly to report independently as follows:

Office of Internal Oversight Services reports to the General Assembly through the Secretary-General;

Office of the United Nations High Commissioner for Human Rights reports to the General Assembly through the Economic and Social Council;

Office of the United Nations High Commissioner for Refugees reports to the General Assembly through the Economic and Social Council;

United Nations Relief and Works Agency for Palestine Refugees in the Near East reports directly to the General Assembly.

Section 4

Coordination

4.1 Coordination of the work of the Organization is effected through the Senior Management Group and the Executive Committees of the sectoral groups, which include all the departments, funds and programmes of the United Nations. Subject matters which do not require the attention of the Group or the Executive Committees are coordinated in accordance with sections 4.2 and 4.3.

4.2 A subject matter which falls within the field of responsibility of more than one major organizational unit shall be dealt with by the unit to which it principally belongs, in consultation with the other units concerned.

4.3 A subject matter which is not specifically mentioned in the Secretary-General's bulletins on the major organizational units referred to in section 3.3 shall be dealt with by the unit to which the subject matter ought to be referred in accordance with the principles of the distribution of work within the Secretariat, unless the Secretary-General makes a specific decision in the case.

Section 5

Heads of departments/offices

The functions of a head of department/office or other major organizational unit are as follows:

(a) Formulating the medium-term plan for the department/office and, on the basis of this plan, elaborating the corresponding budget proposals;

(b) Identifying broad strategies required for the development and implementation of the work programme of the department/office;

(c) Ensuring that the regulations, rules and instructions of the Organization are followed;

(d) Appearing before the legislative organs and their subsidiary bodies and providing them with information and explanations, as required;

(e) Carrying out management activities or making managerial decisions to ensure the effective, efficient and economic operation of the programme concerned, including appropriate arrangements for programme performance monitoring and for evaluation;

(f) Assisting, advising and keeping the Secretary-General informed on matters concerning the department/office;

(g) Ensuring coordination of activities of the department/office with those of other organizational units performing related tasks;

(h) Ensuring that adequate arrangements for internal control exist;

(i) Carrying out other tasks as may be assigned by the Secretary-General.

Section 6

Programme managers

The functions of programme managers are as follows:

(a) Formulating the medium-term plan and programme budget proposals of their organizational unit in consultation with staff members, as appropriate, keeping in view the types of outputs that may be needed by its clients and the legislative directives in the field concerned;

(b) Assisting the head of department/office in ensuring the delivery of mandated activities by effectively and efficiently managing staff and resources placed under their supervision;

(c) Assigning work to the staff members under his or her supervision fairly and evenly;

(d) Monitoring and reviewing work progress in consultation with staff and taking appropriate action for accomplishing mandated outputs and submitting them for consideration or approval to the next level official or the head of the department/office;

(e) Representing or making arrangements for representation at relevant meetings and forums;

(f) Carrying out periodic self-evaluation in accordance with relevant rules and guidelines;

(g) Appraising the performance of staff objectively, including for purposes of promotion and accountability;

(h) Keeping his or her supervisor informed of significant developments in matters concerning the organizational unit.

Section 7

Executive offices/administrative units

An executive office/administrative unit assists the head of the department/office, and programme managers and staff members, in carrying out the financial, personnel and general administrative responsibilities delegated by the Under-Secretary-General for Management, including the following:

(a) Providing the support needed to programme managers to assist them to formulate the drafts of the proposed programme budget and financial performance reports, and assisting the head of the department/office to complete coordinated submissions to the Department of Management;

(b) Certifying the incurring of obligations and expenditures against the funds allocated to the department/office, in line with the Financial Regulations and Rules and related administrative instructions and allotment advices;

(c) Providing the support needed by the head of department/office and programme managers in carrying out their responsibilities under the Staff Regulations and Rules and related administrative instructions in filling vacancies, promoting staff and other staff functions;

(d) Providing the support needed by the head of the department/office and programme managers in appraising staff members of the department/office in accordance with applicable rules on performance appraisal;

(e) Assisting staff members of the department/office and/or their dependants in obtaining entitlements including those from the United Nations Joint Staff Pension Fund;

(f) Liaising with the Office of Human Resources Management, the Office of Programme Planning, Budget and Accounts and the Office of Central Support Services on personnel, financial and other services on behalf of the department/office;

(g) Carrying out other official administrative duties as assigned by the head of the department/office.

Section 8

Final and transitory provisions

8.1 The present bulletin shall enter into force on 15 September 1997.

8.2 The Secretary-General's bulletin of 8 August 1996, entitled "A concise guide to the functions and organization of the Secretariat"

(ST/SGB/Organization) and administrative instruction of 4 August 1995, entitled "Restructuring of Secretariat/Departments and Offices" (ST/AI/409), are hereby abolished.

8.3 Until separate bulletins are issued for the Department for Disarmament and Arms Regulation, the Office of the Emergency Relief Coordinator and the Office for Communications and Public Information, as provided for in section 3, existing provisions governing, respectively, the Centre for Disarmament, the Department of Humanitarian Affairs and the Department of Public Information shall continue to apply.

(Signed) Kofi A. ANNAN
Secretary-General